

MEMORANDUM

October 22, 1987

PERSONNEL NO. 1

DOCUMENT
NO. 4973

TO: BOSTON REDEVELOPMENT AUTHORITY and
STEPHEN COYLE, DIRECTOR

FROM: JOSEPH J. NOONAN, ASSISTANT DIRECTOR OF
MANAGEMENT AND BUDGET and
BERNICE McLENNAN, ACTING DIRECTOR OF
HUMAN RESOURCES

SUBJECT: ALLOCATION OF TUITION REIMBURSEMENT
FOR AUTHORITY EMPLOYEES

The Authority Board recently amended the budget for FY88 to provide additional monies for education with priority to be given to non-degreed candidates. In order to facilitate this in a procedural manner and to encourage the professional development of Authority employees, it is recommended that the Authority authorize the allocation of the \$52,550 in the approved budget for FY88 for a tuition reimbursement program to provide financial assistance to employees who are seeking further education.

Under this program, employees would pay their tuition costs at the start of each semester and receive an 80% reimbursement, up to a maximum of \$2,000 per year, upon successful completion of the course(s) with a grade of C or higher.

Full-time salaried employees who have at least six months service and have performed satisfactorily in their present positions would be eligible to participate, with priority being given to non-degreed candidates.

All courses would be required to be job-related and must be taken during non-work hours. Employees would need the approval of the department head, Director of Human Resources and Assistant Director of Management and Budget to enroll in a course. All degree courses would be required to be taken at accredited institutions and last for a normal semester (usually 15 weeks).

Continuing education courses would also be allowed under this program. The Authority would reimburse 80% of the cost of these courses while employees would be responsible for the remaining 20%.

This line item will also be used for in-house training programs for which the Authority will bear the full cost.

It is recommended that the \$52,550 for tuition reimbursement in the approved budget for FY88 be allocated for the first year of operation of this program.

VOTED: That the \$52,550 for tuition reimbursement in the approved budget for FY88 is hereby allocated for the first year of this program for full-time salaried employees taking job-related courses during non-work hours, with priority to be given to non-degreed candidates; said program to provide an 80% reimbursement up to a maximum of \$2,000 per year, upon successful completion of the course(s).

#4973

